

ADMINISTRATIVE POLICY
Fauquier County, Virginia

**Policy Title: Computer Hardware/Software
Procurement**

Effective Date: 7/30/03
Supercedes Policy: N/A

I. PURPOSE

The purpose of this policy is to provide guidelines for the acquisition of computer equipment and peripherals that are purchased with Fauquier County funds, connect to the County's network and/or require support of County technology resources

II. DEFINITIONS

Computer equipment and peripherals are defined as devices that are purchased to provide computer/computer-generated printing services or network access to employees. Peripherals shall include, but not be limited to, devices such as bar code readers, Palm Pilots, Blackberries, or any other equipment that connects to or receives a data download from a PC or the network.

III. SCOPE

This policy applies to all employees.

IV. PROCEDURES

A. The Department of Information Technology (DIT) shall establish and update regularly a list of standard equipment and peripherals approved for purchase with County funds and/or supported by County technology resources. A copy of the approved list of equipment is available on the Fauquier County Intranet.

B. General

Unless covered in section C below, all computer equipment and peripherals shall be purchased through the Procurement Division from the list of standard equipment.

C. Non-standard Equipment

A request to purchase non-standard computer equipment and/or peripherals shall be reviewed by the Department of Information Technology prior to submission to the Procurement Division for review of:

- Compatibility with existing standards and equipment

- Support requirements, and/or
- Suitability for department's technology needs.

DIT shall complete its review within thirty (30) days of receipt of the request. If, after review, the DIT cannot approve the proposed purchase, it may ask the requesting department to reconsider its request or suggest an alternative.

D. Appeal Process

If the proposed non-standard purchase is not approved by the DIT, and a proposed alternative is not accepted, the requesting department may appeal the decision to the Technology Review Board.

The Technology Review Board shall meet with the Director of DIT and a representative from the requesting department to review the request and the DIT recommendations before making a recommendation to the County Administrator. The County Administrator shall make the final determination regarding the proposed purchase.

E. Non-Compliance

Computer equipment and peripherals not purchased in accordance with this policy shall not be connected to any device on the County network. Any device that is purchased and connected to a PC or the County network without the endorsement of the DIT shall be removed from the PC and/or the County network.

Non-compliance with this policy may result in disciplinary action.